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Recorder of Deeds

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Kent County

Recorder of Deeds

Kent County Recorder of Deeds
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Room 218

Mail to:
Recorder of Deeds
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Dover, Delaware 19901-3615

Phone: (302) 744-2314
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**Effective October 15, 1997
(wording changed for clarity,
March 19, 2003)**

STANDARDS FOR RECORDING

- PAPER SIZE** 8 ½ X 11 inches for all Documents. This brings us into conformity with the Delaware Courts and most State Departments and agencies.
- MARGINS:** Top of first page, **at least two inches**(2.00") . Right margin of all pages, at Least three fourths inch(0.75"). All other margins, at least one half inch(0.50").
- FONT SIZE** Each type face used must average 15 pitch in size or larger(15 characters and space per inch) to ensure legible copies can be produced from bound volumes, micrographic, and/or electronic storage media.
- NO TAPE OR DRIED CORRECTION FLUID.**
It gums up our equipment. I suggest you make clean copies before documents are signed. Additional fees will be charged if we have to copy documents.
- TAX PARCEL NUMBERS:**
Full 25 character code must be shown on the upper third of the first page of all documents directly involving specific real property (Deeds, Mortgages, Easements, Power of Attorney, etc.) Presented for recording. Tax Parcel Numbers have been assigned to all taxable parcels of land and may be obtained from the Assessor's Office (302)744-2416 or the Deeds Office.
- PREPARED BY :** The " Prepared BY" statement preceded by the words: " Prepared BY" must also be shown on the upper third of the first page. You may use the left side of one and one fourth inch top margin for this statement and for Tax Parcel Number mentioned above.
- NOTARY PUBLIC & ATTORNEY SIGNATURES:**
Names, Titles, and Notary expiration dates must be typed, stamped or legibly printed in dark ink (prefer black) near the signatures. " Notarial Officer" is not a title. " Notary Public" or other title with notary authority must be shown. The above is required even if embossed seal is used.

THE ATTACHED DOCUMENT(S) IS BEING RETURNED UN-RECORDED FOR REASONS CHECKED

___ Document is subject to a \$ 30.00 Non-Compliance Fee. See Reverse

___ Not signed ___ Dated ___ Acknowledged

___ Insert Book and Page Reference

___ Original Document must be submitted with Original Signatures

___ Exhibit called for is missing

___ Check Unsigned ___ Check Outdated ___ Check not enclosed ___

___ Type name under signature

___ Show Official Title of Officer signing document

___ Missing or incomplete Parcel ID number in upper right hand corner of document

___ 2 copies of Completed State Affidavit

___ All Documents submitted for recording must include the words "PREPARED BY & RETURN TO "
along with address of same.

___ Kent County Property Information Form missing or incomplete

___ Notary name/ seal/stamp missing ___ or expiration date missing ___

___ Document being re-recorded must have typewritten reason for re-recording on first page of document

___ Plot must have Planning and Zoning approval before recording

___ Satisfaction/ Assignment needs written connection between _____ and _____

___ INCORRECT FEES _____ SHORT _____ OVER
(See back of document for correct calculation of fees)

OTHER _____

PLEASE RETURN THIS FORM WITH THE RETURN OF THE DOCUMENTS

CLERK _____ DATE _____

SEE REVERSE FOR KENT COUNTY STANDARDS FOR RECORDING